



University of
South Australia

Special Leave Procedure

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APPLICATION

This procedure applies to staff employed in accordance with:

1. The University of South Australia Collective Agreement 2011.
2. The University of South Australia Senior Staff Collective Agreement 2006.
3. Academic, professional and general staff employed pursuant to an Australian Workplace Agreement (AWA).

OVERVIEW

This procedure reflects the preferred practice of the University and provides a guide to the application and management of Special Leave.

PROCEDURE

1. Special Leave with Pay

a) Entitlement

- i) Special leave with pay may only be granted where a staff member makes a formal application and the supervisor determines that the circumstances of any particular application warrant granting special leave with pay. If appropriate, the supervisor may seek additional information before deciding upon an application if appropriate.
- ii) Special leave with pay will be granted and recorded in whole days.
- iii) Time off with pay is to be granted in all cases where the authenticated reason for absence was an emergency service call or jury service.
- iv) Categories and maximum periods of leave that may be approved by a manager are:

Description	Maximum periods which may be granted to a staff member in a financial year.
Emergency Service Calls	as required by emergency service organisation
Jury Service	as required by the Sheriff
Training courses for emergency service activities	ten (10) days
Blood donation <small>**not applicable to Senior Staff</small>	Reasonable attendance and travel time on each occasion
Participation in sporting events - National - International	five (5) days over two (2) year period fifteen (15) days over two (2) year period
Urgent pressing necessity	three (3) days
Moving house	one (1) day every three (3) years
Military leave	see 3. Military Leave of these procedures
Trade Union Training/Business leave <small>**not applicable to Senior Staff</small>	see 4. Trade Union Training/Business Leave of these procedures

2. Special Leave Without Pay

a) Entitlement

- i) Special leave without pay may only be granted subject to the cost centre manager's determination, where a staff member makes a formal application.
- ii) All leave without pay is to be granted and recorded in working days; except as specified in the Cultural Leave Procedures.
- iii) Staff members are expected where possible to give the University reasonable notice of their request to take leave without pay, to enable proper consideration of their application.
- iv) Full-time staff members who wish to engage in paid employment outside the University during any period of special leave without pay must seek the permission of the Director: Human Resources.

b) Effect of Leave without Pay on Entitlements

- i) Leave without pay (in a continuous period or an aggregated total period) in excess of twenty two (22) working days in a financial year will not count as service or effective service for other leave entitlements for:
 - All leave entitlements other than long service leave
 - Long Service leave
- ii) No period of leave without pay will count for service for:
 - Incremental progression
 - Superannuation

- c) Leave taken due to workers compensation and parental leave (first fifty-two (52) weeks) is exempt from sub clause 2) b) i).

3. Military Leave

A staff member who is a volunteer member of the Australian Defence Force Reserve (including Army, Naval or Air Force) and as such is required to attend one (1) or more compulsory camps of continuous training in a year and occasionally a non-compulsory camp or course, may be granted special leave.

a) Entitlement

- i) Up to fourteen (14) calendar days on full pay in aggregate in any financial year for compulsory camps of continuous training.
- ii) Up to a further fourteen (14) calendar days in any financial year for additional training, these can be in half or single days or a continuous period. The University will fully fund the additional 14 days pay without applying and 'make-up' pay calculations. An application for reimbursement of the Employer Support Payment for this additional 14 calendar days can be applied for by the Cost Centre Manager from the Australian Defence Force.
- iii) Military leave additional to that outlined above which is required by a staff member must be taken without pay or the staff member may utilise annual leave or may apply for long service leave (if eligible) for the period of training.
- iv) Leave granted under this clause shall be recorded as "military leave".
- v) Leave granted under this clause will count as service for all purposes.

b) Employer Support Payments

- i) Managers are encouraged to pursue Employer Support Payment entitlements from the Department of Defence whenever a reservist / employee is on Defence Reserves service.
- ii) The University can only claim an Employer Support Payment if the staff member is released on Defence leave or leave without pay. If an employee is made to use their own leave entitlements, the University is not entitled to claim an Employer Support Payment for that period of leave.
- iii) Further information about the Employer Support Payment provisions is available on the Australian Defence Force Reserves web site (<http://www.defence.gov.au/reserves>).

c) Full-time Service

- i) Reservists who are called out for full-time service (eg as part of a peacekeeping or humanitarian aid operation) are to be granted special leave without pay.
- ii) The effect on entitlements shall be in accordance with the clause on special leave without pay.
- iii) Any staff member who returns to duty after full-time service shall:
 - Unless agreed otherwise with the staff member, return to the position which they occupied immediately prior to such an absence.

- In the event that the position they occupied immediately prior to such absence is not available due to reorganisation of the work unit, they shall be appointed to a position equivalent in status and salary scale to the position formerly occupied. The location of that position shall be one which is mutually agreed between the staff member and the University.

4. Trade Union Training/Business Leave

a) Entitlements

Subject to any genuine operational requirements of a relevant work area, special leave with pay will be granted to union members for the following purposes and roles:

- i) To attend short trade union training courses conducted by or with the support of the Unions relevant to the business of the Union/s or industrial relations in the workplace;
- ii) Union delegates shall be permitted reasonable time to conduct official union business which requires the personal attendance of the staff member.
- iii) Official union business includes;
 - Branch Committee meetings of which the staff member is a member
 - meetings of State union bodies of which the staff member is a member
 - Meetings of the union National Council of which a staff member is a union National Executive member or member.
- iv) All other costs related to attendance at a course or meeting are the responsibility of the union.
- v) A maximum of ten (10) days' special leave with pay shall be granted over any two (2) year period to any union member.
- vi) Additional special leave with pay may be granted in special circumstances at the discretion of the Director: Human Resources but in no case shall the time exceed twenty (20) working days in two (2) years.

b) Approval of Trade Union Training/Business Leave

- i) Approval of trade union training/business leave is subject to any genuine operational requirements of the staff member's work area at the approval of the supervisor/ manager.
- ii) Reasonable notice must be provided by the staff member and/or relevant union to the University.
- iii) Applications for trade union training, attendance at national conferences and meetings must be supported with documentation from the relevant union confirming the staff member's attendance. Approval of an application rests with the relevant cost centre manager.
- iv) Prior to a staff member taking trade union training/business leave, the staff member is required to complete and submit an online leave request through myHR or using the HRIS 008 leave form. The leave must be authorised by the supervisor/manager.

RESPONSIBILITIES AND/OR AUTHORITIES

Immediate supervisor

The immediate supervisor is responsible for facilitating the leave management process in accordance with these procedures.

Staff Member

All Staff are expected to manage their special leave in accordance with this procedure.

The Human Resources Unit

The Human Resources Unit is responsible for the development and continuous improvement of this procedure.

CROSS REFERENCE

- Cultural Leave Procedure

FURTHER ASSISTANCE

Management and staff may seek further advice from:

- Their immediate supervisor
- The designated HR officer/coordinator for their area.
- The Human Resources Unit
- The Human Resources website

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